

NWEA

Instructions for Completion of the Data Release Form

This form will allow the North Dakota Department of Public Instruction to pull data directly from the assessment vendor for inclusion in the State Longitudinal Data System. The district does not surrender any rights to the data and will continue to have district level access to the data from the vendor.

To complete the form:

1. Enter the Public School District's name
2. Enter the name of the District Representative
3. Enter the title of the District Representative
4. Enter the date the form was signed
5. Sign

Once signed, you can either:

1. Scan and email to Steve Snow at fsnow@nd.gov
2. Fax to Steve Snow at 328-2255

If you have any questions about this form or the SLDS project please contact:

Steve Snow – Director, MIS
701-328-2189
fsnow@nd.gov



Data Release Agreement – NWEA Assessment Data

To: Betasha Louie, Attorney, Northwest Evaluation Association
5885 SW Meadows Road, Suite 200
Lake Oswego, Oregon 97035

Dear Ms. Louie:

1. This data release agreement is entered into by _____ **Public School District** (hereinafter "*District*").
2. As part of the **North Dakota K12 Longitudinal Data System** to further legitimate educational interest, certain information such as student information and other data included in the comprehensive data file are necessary to *link the NWEA Assessments Data to the state student data file*. As such, we grant permission for Northwest Evaluation Association ("NWEA") to allow the **North Dakota Department of Public Instruction (DPI)** direct access to student test scores and student, school and district level information resulting from *assessments administered from this point until this agreement is terminated or modified by either party* **with the inclusion of all historical data**. This permission shall be in effect from **date signed** until terminated in writing by either organization.
3. In compliance with Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g, the **North Dakota Department of Public Instruction (DPI)** is requesting written permission from participating districts to utilize personally identifiable educational records that NWEA will provide pursuant to the exception in 20 U.S.C. Section 1232g (b)(1)(F).
4. Pursuant to 34 CFR 99.33(b), a school may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school if the disclosures meet the requirements of Section 99.31 (legitimate educational interests of school officials—now includes contractors) and the schools have complied with Section 99.32(b) which requires a record of the disclosure, including the names of the additional parties to which the receiving party may disclose and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

5. We understand that our district retains the right to all data resulting from these assessments and that this request does not in any way waive our rights to the data. By signing below, I acknowledge that I have the necessary authority to give this permission and that our school will record this re-disclosure and include in our annual notification to parents.

Sincerely,

Signature of <i>District</i> Representative	
Name of District Representative	
Title of <i>District</i> Representative	Date Signed